

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER
FLSA:

TITLE: Hotel Manager

PAY PLAN/SERIES/LEVEL - NF-1173-4

MAJOR DUTY DESCRIPTION:

Serves as Hotel Manager with responsibility for directing all phases of a lodging property having 50 to 600 rooms. Ensures the overall success of the hotel by meeting or exceeding planned objectives and by executing planning functions that meet guest expectations through high quality standards. Manages all departments in accordance with Army Lodging Standards and other regulatory guidance and internal controls. Develops overall plans and procedures for facility administration, operations, and quality assurance and force protection/security/contingency plans. Evaluates management, maintenance and operating cost to determine the most efficient and economic service possible. Establishes operational policy in all areas of the facility. Effects changes in policy and procedures, and provides guidance, direction and control of hotel operations to achieve program objectives. Develops and maintains responsibility for execution of the five-year capital expenditure budget, and annual operating budget as a function of requirements balanced against available cash flows.

Supervises subordinate hotel managers and supervisors.

QUALIFICATION REQUIREMENTS:

Three years of managerial experience of the type described above in the field of hotel management and a two-year associate degree in hospitality management or business management and Certification as a departmental manager, i.e., CHS (Certified Hospitality Supervisor), CRDE (Certified Rooms Division Executive) or (Certified Lodging Manager). A full four-year course of study leading to a bachelor degree in hospitality or business with one-year work experience may be substituted.

A National Agency Check is required.